

DD/S
57-3043

7 November 1957

MEMORANDUM FOR: Chief, Inspection and Review Staff
Office of the Deputy Director (Plans)

SUBJECT : The Role of Handbooks

REFERENCES : a Memo dtd 15 Aug 57 to Compt fr C/I&R/DD/P, subj:

b Memo dtd 28 Oct 57 to C/RCS fr C/I&R/DD/P, subj:
Definition of Handbooks

1. We have reviewed [REDACTED] in the light of the question raised in referenced memoranda regarding the role of handbooks.

2. We believe that the language contained in paragraph 3a(3) of [REDACTED] is sufficiently clear in describing the role of handbooks in the Agency regulatory system. The last sentence of this paragraph states that handbooks "may be both directive and informative" although they are not the primary medium for the establishment of policies.

3. It is our practice to make every effort to insure that when a handbook is directive in nature it is backed up by a regulation which prescribes the basic policies, authorities, and responsibilities. This, we believe, is a sound practice and serves as an additional safeguard to prevent using handbooks as a "primary medium" for the establishment of policies. In those cases where the handbook is purely informative or is to be treated only as a guide, a foreword should be included to this effect. An example of this type is [REDACTED] "Handbook for Subject Filing".

[REDACTED]
Executive Assistant to the
Deputy Director (Support)

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